



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SUPERVISING TREASURER-TAX COLLECTOR SPECIALIST

Class No. 002565

■ CLASSIFICATION PURPOSE

To supervise the tax collection, financial and accounting activities of a group of specialists; to assist in carrying out the administrative policies and procedures of the department; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Supervising Treasurer-Tax Collector Specialist is the supervisory-level of the Treasurer-Tax Collector Specialist series. Under administrative direction, incumbents supervise a group of specialists performing tax collection and accounting activities in the information, financial, special functions or accounting sections of the Treasurer-Tax Collector. This class is distinguished from the next level, Principal Treasurer-Tax Collector Specialist, in that the latter is a supervisory class assigned specifically to the tax sale, payment processing or cashiering sections and requires specialized knowledge, skills and experience. This class is distinguished from the Senior Treasurer-Tax Collector Specialist in that the latter may act as a lead worker, and does not have supervisory responsibilities.

■ FUNCTIONS

The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Supervises, plans, directs and organizes the work of subordinate staff engaged in tax collection, financial or accounting activities of a section.
2. Hires, trains, counsels and evaluates the work performance of subordinate staff.
3. Assigns work and sets performance standards.
4. Interprets and implements department and county policies and procedures.
5. Identifies and solves procedural problems.
6. Coordinates work with other divisions or departments.
7. Summarizes financial and statistical records and data.
8. Composes correspondence and reports.
9. Orders and maintains inventory of equipment and supplies.
10. Performs complex account reconciliation between accounting, banking and various information system reports.
11. Researches and resolves variances.
12. Maintains accurate accounting record of receipts and disbursements.
13. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and techniques of supervision.
- Office practices and procedures.
- Financial transactions and records.
- Mathematical computations for compiling and reviewing financial and statistical records.
- Principles of bookkeeping and accounting.
- Revenue and taxation code, state law, civil and bankruptcy law, IRS rules and regulations.
- County organization, operations and functions.
- County policy and procedures for personnel, budgeting and purchasing.
- Data processing systems and terminology.
- Accounting practices and procedures.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, direct and schedule work assignments.
- Establish performance standards.
- Review, monitor, and evaluate the work performance of subordinates.
- Develop, interpret, implement and explain policies and procedures.
- Communicate with the public and co-workers effectively both orally and in writing.
- Handle the most difficult public contact situations involving irate individuals.
- Understand and interpret legal documents.
- Compile and summarize data and information.
- Maintain records.
- Prepare clear and concise reports and correspondence.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training and/or experience, which demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. Two (2) years of experience as a Senior Treasurer-Tax Collector Specialist in the County of San Diego, OR
2. Three (3) years of experience processing financial or accounting transactions in a California Treasurer-Tax Collector Office, OR
3. Four (4) years of clerical experience including two (2) years of experience processing financial or accounting transactions, with one (1) year of experience in a lead role.

Note: A bachelor's degree from an accredited college or university in finance, accounting, business administration or public administration may substitute for two (2) years of the required work experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens. Incumbents are subject to frequent hostility and anger from the public that produces the continuous possibility of personal liability suits and actual physical danger.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: October 20, 2000
Reviewed: Spring 2003
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